Job Description Form

Our Purpose
To provide safe, customer-focused, integrated and efficient transport services.

Position Title	**Level**	**Position Number**
Solution Architect	7	37350 (Nominated)
Division/Directorate	**Branch/Section**	
Information Management & Operational Systems	Governance & Compliance	
Effective Date	**Health Task Risk Assessment Category**	
June 2024	5	

Reporting relationships

Superordinate: Manager Governance & Compliance, Level 8
Subordinates: None

Key role of this position

The Solution Architect provides the necessary leadership, analysis and design tasks related to the support and development of business solutions. The role ensures that solutions meet business needs and align with architectural governance and standards.

Core duties and responsibilities

Management and Leadership
- Provides technical advice to support the branch, division and Public Transport Authority's (PTA's) technology options relevant to achieving IMOS's design and operational objectives.
- Liaises with all the IMOS division to ensure that application issues are considered in relation to strategic and technology design planning.
- Assists in defining a technology roadmap for the future state of IMOS Systems and Services.
- Provides design advice to the IMOS division on technical solutions relating to supported and proposed technologies.

Business Improvement
- Evaluates and recommends emerging IT technologies and methodologies against known and new business problems to identify where these new technologies and methodologies could assist.
- Translates business and technical requirements into an architectural blueprint to achieve business objectives and documents all solution architecture design and analysis work.
- Works closely with the product owners and product managers to ensure a robust architectural runway that can support future business requirements throughout the product lifecycle.

CONNECTING PEOPLE AND PLACES

- Researches technology trends, particularly in regard to technologies that alight to IMOS's technology roadmap and provides information and recommendations on how these might impact on, or improve the PTA systems and service delivery.

Operational Effectiveness
- Creates architectural designs to guide and contextualize solution development across products, services, projects, and systems, including applications, technologies, processes, and information.
- Participates in the creation and maintenance of Information Technology procedures and standards.
- Provides consulting support to application architects within development teams to ensure the project or product is aligned with the overall enterprise architecture.
- Designs and directs the governance activities associated with ensuring solutions architecture assurance and compliance.

Service Delivery
- Provides deliverables like standard definitions, reference models and architecture designs to assess the impact of new and ongoing technology investment.
- Supports a community of practice (CoP), guiding and helping development teams align with the overall enterprise architecture governance and assurance.
- Defines the principles, guidelines, standards, and solution patterns to ensure solution decisions are aligned with the enterprise's future-state.
- Monitors the current-state solution portfolio to identify deficiencies through aging of the technologies used by the application, or misalignment with business requirements.

Other Duties
- Represents the Branch at meetings as required.
- Undertakes additional duties as directed by management.

SELECTION CRITERIA

1. Core Competencies

- Bachelor's degree in computer science, information-technology, engineering, system analysis or a related study, or equivalent experience.
- Exposure to multiple, diverse technologies, platforms, and processing environments
- Substantial experience in the development of information technology solution design standards and supporting documentation.
- Demonstrated ability to work with technical and non-technical teams in the design of technical solutions.

2. Leadership and Management
- Substantial experience in providing strategic technical leadership in the support and development of solutions and progressing of technology opportunities.

3. Communication and Interpersonal
- Highly developed verbal and interpersonal communication skills, including the ability to prepare a range of technical documentation including information technology planning documents, strategic and operational plans, and business continuity plans.

4. Conceptual, Analytical and Problem Solving
- Highly developed analytical skills, including the ability to assess new technologies or systems in a complex corporate environment.
- Good understanding of strategic and emerging technology trends, and the practical application of existing and emerging technologies to new and evolving business and operating models

5. Special Requirements
- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Managing Director / Executive Director / General Manager

…………………………………….. ………………………………….
Signature **Date**

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

…………………………………….. ………………………………….
Signature **Date**